

HHC Carpool Log Building 6100

2013

Carpool Name 1:	First:			Last:		
Carpool Name 2:	First:			last:		
Company Name:	1			2		
Phone #s:	1			2		
Parking Cards #:	1			2		
Work:	1	a.m. to	p.m.	2	a.m. to	p.m.
Captain's Email:						
Other's Email:						
Commute departing intersection:	Street 1:			St 2:		

Please submit this form via fax (310) 410-9070

HHC Employee Transportation Center
 Contact: Cristina Corrales
 6080 Center Drive, Suite 200
 310-642-0066
Please FAX your submittal to 310-410-9070
 cristina_corrales@equityoffice.com

A valid carpool means two or more HHC employees share the ride with the car parked at the center. Drop-offs do not count.

To be eligible for the carpool subsidy, commuting employees must:

- 1) Commute to Howard Hughes Center on weekdays (**weekends do not count**)
- 2) Arrive at HHC between 6AM and 10AM, and leave HHC between 4PM and 7PM. (**other weekday commute hours do not count**)

Those who participate 1 to 9 days per month will receive \$2 for each day
 Those who participate 10 days or more will receive between \$20 and \$30 each month, paid every other month

* PARKING KEYCARDS ARE RANDOMLY AUDITED *

Submit only one form per carpool team every two month, fax it to (310) 410-9070, no cover letter

Participation Month	Working days for each month:	# of days each person participated?	Signatures or Initials			Submittal Dates ↓
January	21 Days					2/28/2013
February	18 Days					
March	21 Days					4/30/2013
April	22 Days					
May	21 Days					6/28/2013
June	20 Days					
July	22 Days					8/30/2013
August	22 Days					
September	21 Days					10/31/2013
October	23 Days					
November	19 Days					12/13/2013
December	19 Days				Estimate Dec. Participating Days	

Please use one log sheet for an entire year; fax it every two months, after entering info for the most recent two-month period.
 Mark your calendars with the six submission dates listed at the right. There is a 3-day grace period. Thereafter, no commuting logs will be processed.

To find a carpool partner go to our exclusive rideshare database link: <http://hhc.mycarpool.net> and receive a \$5 Starbucks gift card